

COMMON ACRONYMS

Below is a list of commonly used acronyms within the Tennessee Department of Labor and Workforce Development as it pertains to this document.

CIP	Classification of Instructional Programs
DPSA	Division of Postsecondary School Authorization
ETPL	Eligible Training Provider List
LWDA	Local Workforce Development Area (Please see pages 18-19 for all LWDAs)
LWDB	Local Workforce Development Board
LWIA	Local Workforce Investment Area
SACS	Southern Association of Colleges and Schools
TBR	Tennessee Board of Regents
TCAT	Tennessee College of Applied Technology
THEC	Tennessee Higher Education Commission
TICUA	Tennessee Independent Colleges & Universities
TDLWD	Tennessee Department of Labor and Workforce Development
WIOA	Workforce Innovation and Opportunity Act of 2014 (supersedes the Workforce Investment Act of 1998)

This document is to aid a perspective institution through the steps in completing and submitting a new provider application. Before applying, your institution must meet the required state approval to be considered for placement onto the *Eligible Training Provider List (ETPL)*. This means an institution is required to have the authorization to operate in the State of Tennessee by a state authorizing or governing body. **This applies to in-state and out-of-state institutions.** Examples of such entities are the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), and the Southern Association of Colleges and Schools (SACS), etc.

Note to Out-of-State Providers

For out-of-state institutions, having the proper authorization within your State does not give the proper needed authorization to offer training to Tennessee students. Therefore, you must obtain this authorization before being considered for placement onto Tennessee's Eligible Training Provider List. Many out-of-state institutions fall under the Division of Postsecondary School Authorization (DPSA) oversight with the Tennessee Higher Education Commission (THEC). For more information on DPSA and its authorization process, please review the website below.

<https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization.html>

Step 1: Access the login Page – <https://www.jobs4tn.gov>

Suppose you are an individual who needs online access for an existing provider or would like to submit an application to become an eligible training provider. In that case, you will need to register by clicking the "Sign In" link found under the "To Register or Log in" box on the Jobs4tn home page, as seen below.



Step 2-1: Register

After clicking the "Sign In" link, you will be directed to a page yielding several registration options. As a prospective new training provider, you will want to select the "Provider" link found in the "Option 3 – Create a User Account" box.

Option 3 - Create a User Account

This blue question mark appears on most pages, to provide additional help and

If you would like to become a fully registered user with JOBS4TN.GOV and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

 Individual <small>25 min(s) estimated</small>	 Employers and Agents <small>9 min(s) estimated</small>	 Provider <small>10 min(s) estimated</small>
<p style="background-color: #add8e6; padding: 5px; margin-bottom: 10px;">This registration is for job seekers and claimants that are applying for Pandemic Unemployment Assistance (PUA).</p> <p>Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc. This is also where you can register if you wish to file a claim for unemployment.</p>	<p style="background-color: #add8e6; padding: 5px; margin-bottom: 10px;">This registration is not for claimants that are applying for Pandemic Unemployment Assistance (PUA).</p> <p>Register as this account type on behalf of your company or on behalf of another company acting as their agent with a valid Power of Attorney. Here you will gain access to industry data, labor market information and job applicants for your business. You can also post job openings online. This is also where you can register if you wish to manage any unemployment claims associated with your company.</p>	<p style="background-color: #add8e6; padding: 5px; margin-bottom: 10px;">This registration is not for claimants that are applying for Pandemic Unemployment Assistance (PUA).</p> <p>Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.</p>

On the next page, enter the Name of your institution in the box below;
If found, your information will populate; If not found, complete Step 2-2

TENNESSEE GOVERNMENT

Provider User Registration

For help click the information icon


Your Organization

First we need to see if your organization is already in our system. Please enter the name of your organization --- If it appears in the list of suggestions, please click to select it:

* Organization:

Found in List
Not Found

Step 2-2: Enter User and Institution Information

**Provider User Registration**

For help click the information icon

New Organization Information

It appears that your Organization doesn't currently exist in our system. Please enter the following information for your Organization and click Save (or Cancel to exit Registration):

* Name: Up to 60 characters !

EIN: (12-3456789 or 123456789)

Enter Your Information

* Title:

* First Name:

* Last Name:

* Address 1:

Address 2:

* Zip Code:

* City:

* State:

* Email Address: [Email Security Policy](#)

* Primary Phone Number: - - Ext.

Fax Number: - -

Cell Phone Number: - -

Login Information

* User Name: Enter User Name (8 - 256 characters, and must include characters, letters or numbers. Allowable characters are + @ . _

* Password: Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _ +).

* Confirm Password: Please re-enter your password.

* Security Question : None Selected This will be used if you need to recover your username and/or password.

* Security Question Response: Enter your answer to the security question you chose above.

* Preferred Notification: None Selected Select the best way for us to contact you.

All information marked with * is required.

- **At the time of application, only one user will be on file.** Although, after an application has been approved, other users can be added by registering, as seen above.
- Enter your institution's Name exactly as your authorizing /governing body has approved it. Please do not abbreviate any parts of it.
- Documentation of this approval may be required, which you will have to submit to your Local Workforce Development Area (LWDA) board for it to be included with your application.

Continuing to the next screen will take you to a page where your previously entered information has been pre-populated but still allows for edits and additions, as seen below.

The screenshot shows a web application interface for 'Provider Information'. At the top is a navigation bar with links: Menu, Information, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. The main form contains the following fields and options:

- *Status:** Radio buttons for ☐ Active and ☒ Inactive.
- *FEID/SSN:** Text input field containing '00000000'.
- *Provider Name 1:** Text input field containing 'ETPLTEST'.
- Provider Name 2:** Text input field (empty).
- *Address 1:** Text input field containing '220 French Landing'.
- Address 2:** Text input field (empty).
- *Zip:** Text input field containing '37243'.
- Note:** By entering the Zip Code first, the system will automatically populate the City and State fields.
- *City:** Text input field containing 'Nashville'.
- *State:** Dropdown menu showing 'Tennessee'.
- URL:** Text input field (empty).
- Enter URL e.g. (http://www.companysite.com)**
- Type of Business:** Dropdown menu showing 'None Selected'.
- *This provider is an accredited postsecondary education institution:** Radio buttons for ☐ Yes and ☐ No.
- Registered Apprenticeship Provider:** Radio buttons for ☐ Yes and ☐ No.
- Approved Apprenticeship:** Radio buttons for ☐ Yes, Approved Apprenticeship and ☐ No, not Approved Apprenticeship.

Menu

InformationHomeAccessibilityMy DashboardSign OutServices for IndividualsServices for EmployersLabor Market Analysis

Billing Address Information

Populate the Billing Address from: [Provider's Main Address](#)

* Billing Address 1:

Billing Address 2:

* Billing Zip:

* Billing City:

* Billing State:

* Attention:

Mailing Address Information

Populate the Mailing Address from: [Provider's Main Address](#) | [Provider's Billing Address](#)

* Mailing Address 1:

Mailing Address 2:

* Mailing Zip:

* Mailing City:

* Mailing State:

* Mailing Attention:

Continuing to the next screen will take you to the Consumer Reporting System (CRS) page, as seen below.

NEW PROVIDER REGISTRATION

Menu
Information
Home
Accessibility
My Dashboard
Sign Out
Services for Individuals
Services for Employers
Labor Market Analysis

CRS Provider Information

Institution Name: ETPLTEST

***Institution Type:** None Selected

***Institution Ownership:** None Selected

Type of Entity: None Selected

Years in Business:

Disabled Access: ☐ Yes ☐ No

ADA Compliant: ☐ Yes ☐ No

Institution Description:

(2000 characters max.)

Main Telephone Number: - -

TTD/TTY Telephone Number: - -

Main Email Address:

Is this a Community College? ☐ Yes ☐ No

Accreditation / Approval ☐ Yes ☐ No

Career Assessment Available ☐ Yes ☒ No

Career Counseling Available ☐ Yes ☒ No

Job Placement Assistance Available ☐ Yes ☒ No

Tutorial Services Available ☐ Yes ☒ No

ESL Courses Available ☐ Yes ☒ No

On-site Child Care Available ☐ Yes ☒ No

State Approving Agency Exemption Certificate on File ☐ Yes ☐ No

State Approving Agency Receipt Letter on File ☐ Yes ☐ No

Financial Aid Available ☐ Yes ☐ No

Online Registration Available ☐ Yes ☐ No

Eligible Provider of Youth Workforce Investment Activities: ☐ Yes ☐ No

Pell Grant Eligible:
☐ Yes, Pell Grant Eligible.
☐ No, not Pell Grant Eligible.
☐ Pell Grant Not Applicable

Save
Cancel

- It is best to answer as many questions and selections as possible, regardless of whether they are required—this aids in your LWDA Board's approval process.
- Click "Save" after you have completed all fields on this page.
You will then be taken to this page "Use this folder to manage the Provider's general information."

NEW PROVIDER REGISTRATION

This page will display a summary of the information you previously entered and contact information for assistance.

Menu

HomeAccessibilityMy DashboardSign OutServices for IndividualsServices for EmployersLabor Market Analysis

GeneralLocationsContacts

Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified. Once your access is approved you will be able to add and maintain your institution's programs.

For assistance please contact the Department of Labor at 615-741-1031 or Toll Free at 1-800-255-5872.

Provider: ETPLTEST

Provider Details

Status:	Inactive
LWIA Region:	State
Linked Employer:	N/A
Vendor ID:	0
Provider Name 1:	ETPLTEST

Provider Type Details

Provider Type Desc
PS - Education and Training Programs

CRS Provider Details

Institution Type:	Four-year Colleges and Universities
Institution Ownership:	Public Institution
Type of Entity:	
Years in Business:	
Disabled Access:	
ADA Compliant:	
Institution Description:	
Pell Grant:	No
Main Telephone Number:	
TTD/TTY Telephone Number:	
Main Email Address:	

[[Edit CRS Provider Details](#)]

Return to My Dashboard

PROSPECTIVE PROVIDER REGISTRATION

Page 8

Step 2-3: Add satellite locations where applicable

Menu Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

Use this folder to manage the Provider's location information.

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General **Locations** Contacts

Provider: ETPLTEST

Status:
Active

Provider's Location Details

Location ID	Location Name	Primary Address	Contacts	Active	Action
17348	ETPLTEST	220 French Landing Nashville TN 37243	None Listed	Active	Edit Contacts

Add Location

- Clicking the Locations tab will display information for your institution. The previously entered data can be edited by clicking the "Edit" link in the Action column.
- If your school has satellite campuses, you can add these locations by clicking the Locations tab. Click Add Location and fill in all information you previously did for your main location and save it.

Step 2-4: Add Contacts

Menu Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers Labor Market Analysis

General Locations **Contacts**

Provider: ETPLTEST

Location Status:
Active

Display contacts associated with the selected location of:
Any Location

Provider's Contact Details

You currently have no saved contacts

Add Contact

- Clicking "Contacts" in the Action column on the Locations tab will only display contact persons and not allow you to edit/add contacts. To add a contact person, click the Contacts tab.

- Select the location from the drop-down menu to which you would like to add. Once your contact person's information is saved, it will display on the Contacts tab as seen below.

The screenshot shows a web form for adding a new provider. At the top is a navigation bar with links: Menu, Information, Home, Accessibility, My Dashboard, Sign Out, Services for Individuals, Services for Employers, and Labor Market Analysis. The form includes fields for Status (Active/Inactive), First Name, Middle, Last Name, Contact Title, Telephone, and Fax. Below these is a table of locations with columns: Selected, Location ID, Location Name, Location Address, and Contact Type. The first row is selected, showing Location ID 17348, Location Name ETPLTEST, Location Address 220 French Landing Nashville, TN 37243, and Contact Type Primary. Below the table is an E-mail Address section with a Primary E-mail field.

Selected	Location ID	Location Name	Location Address	Contact Type
<input checked="" type="checkbox"/>	17348	ETPLTEST	220 French Landing Nashville, TN 37243	Primary

Return to Dashboad

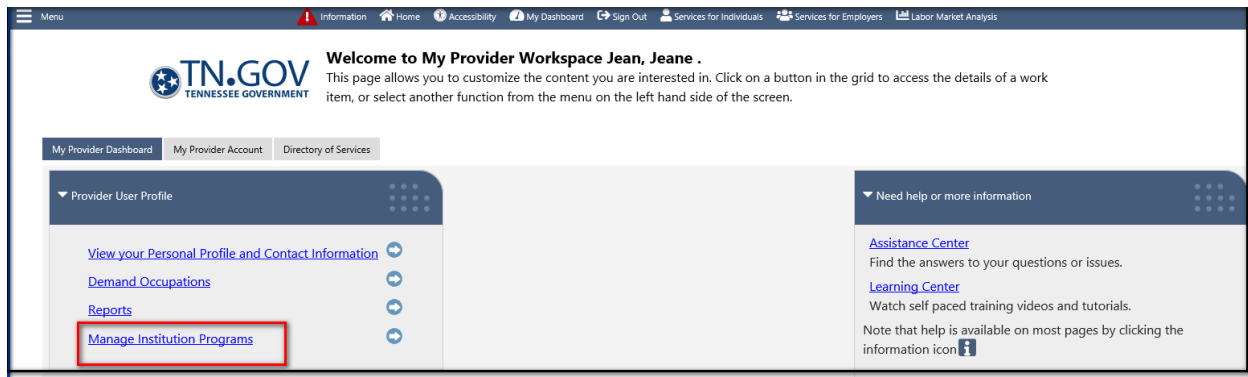
Step 3: Programs

You will want to add all programs you would like to go before your Local Workforce Development Area (LWDA) board for approval. It is best to communicate with your LWDA beforehand (see pages 21-22) for your LWDA's contact information to decide which programs to submit with your application.

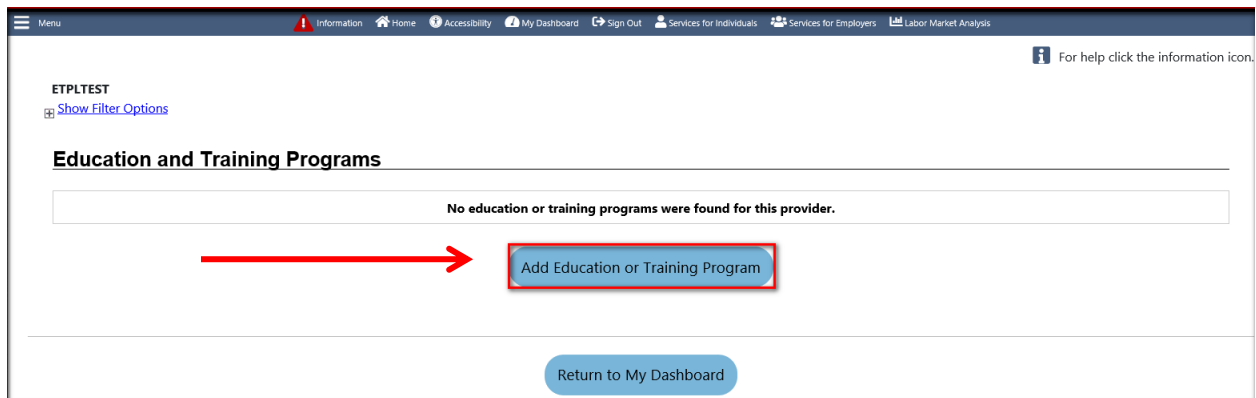
To add a program:

- Click the "Manage Institution Programs" link found in the "My Provider Dashboard" section of the left sidebar or on the drop-down menu

NEW PROVIDER REGISTRATION



- Click the "Add Education or Training Program" button link



- When filling in your program information, you will need to select the "Search for CIP Code" link to fill in the CIP Code information for your program of study

Tab 1.

General Information

* Status: ☒ Active ☐ Inactive

Purpose for adding program: ☒ Submit for ETPL Approval and accept participants
☐ Accept participants without submitting for ETPL Approval
☐ To be determined or display to the public only

Education Program Type:

* This program is an Apprenticeship: ☐ Yes ☒ No

* CIP Code: None Selected

* Education Program Name:

- Type in your keyword in the box and click "Search." The results will display. From this list, select the most appropriate option by clicking the program. It will then populate the "CIP Code:" field. Then follow all the steps below :

For help click the information icon.

Programs by Keyword | Programs by Program Area | Program Listing | Programs by Occupation | Programs by Career Cluster | Programs by Program Code

Search for a program by keyword(s)

Type your keywords in the box and click the **Search** button.

[Keyword Search Options]

Click [Program Listing](#) to see an alphabetical list of all available program titles.

Search for a program by keyword(s)

Here is a list of programs that matched your keyword search. The table below also indicates whether the keyword was found in the title or description of each program. To select a program, click on its title.

Program	Program Title	Program Description	CIP Title	CIP Description
Accounting and Business/Management. (520305)			✓	✓
Accounting and Computer Science. (301601)			✓	✓

NEW PROVIDER REGISTRATION

*** This program is an Apprenticeship:** ☐ Yes ☒ No

*** CIP Code:**
[Search for CIP Code]

*** Education Program Name:**

Education Program Description:

*** This program of study or training services has the following potential outcome(s) (please select all that apply):**

<input type="checkbox"/> An industry-recognized certificate or certification	<input type="checkbox"/> A community college certificate of completion
<input type="checkbox"/> A certificate of completion of an apprenticeship	<input type="checkbox"/> A secondary school diploma or its equivalent
<input type="checkbox"/> A license recognized by the State involved or the Federal Government	<input type="checkbox"/> Employment
<input checked="" type="checkbox"/> An associate degree	<input type="checkbox"/> A measurable skills gain leading to a credential
<input type="checkbox"/> A baccalaureate degree	<input type="checkbox"/> A measurable skills gain leading to employment

*** This program leads to a credential or degree** ☒ Yes ☐ No

*** Name of Associated Credential:**

Completion Level:

*** Attain Credential:**

Other, Specify:

[Exit Wizard](#)

- For a program to be approved as being a WIOA eligible program, you must select "Submit for ETPL Approval and accept participants" under "Purpose for adding program."
- When entering program information, please enter it exactly as the authorizing/governing body has approved it (i.e., THEC, TBR, SACS, etc.)
- Do not submit programs that your authorizing/governing body has not approved
- Complete all Tabs regardless of whether they are required. The screenshot below shows all the tabs in the Program Wizard.

Tab 2. Apprenticeship

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General Information **Apprenticeship** **Additional Details** **Occupations** **Occupational Skills**

Completion Expectations ☐ Scheduling ☐ Duration ☐ Locations ☐ External Approvals ☐

Cost Details ☐ Performance ☐ Confirmation ☐ Review ☐

Education Program Information

Provider: ETPLTEST Program: Accounting

Program ID: 1008564 CIP Code: 520305 - Accounting and Business/Management.

* Indicates required fields.

No information is needed on this page because this is not an Apprenticeship program.

[Exit Wizard](#)

Tab 3. Additional Details

Additional Details

Financial Aid Available:

☐ Pell Grant
 ☐ Institutional Scholarship
 ☐ Federal Loan
 ☐ Other

URL of Training Program
(Example: <http://site.com>):

*** Program Prerequisites:**

Describe the minimum entry level requirements or prerequisites in 800 characters or less:

*** Date Edu. Program First Offered:**

*** Please provide a reasonable explanation regarding why this is a new program:**

Tab 4. Occupations

Click the "Select Occupation from ONET Table" link. From here, you are to select all applicable occupations.

All the Occupations must be added to the list before alternate titles are added.

Related and Selected Occupations

At least one related occupation code must be selected for each Education and Training Program.

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select
11303100	Financial Managers	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11303101	Treasurers and Controllers	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11303102	Financial Managers, Branch or Department	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13201100	Accountants and Auditors	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13201101	Accountants	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13201102	Auditors	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13205100	Financial Analysts	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BRIGHT OUTLOOK NATIONALLY | BRIGHT OUTLOOK LOCALLY | GREEN OCCUPATIONS

[\[Select Occupation From ONET Table \]](#)

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

[Exit Wizard](#)

Tab 5. Occupational Skills

Add new occupational skill(s)

Select a category for additional skills: Management & Office Services ▼

Skill Description	Select
administer tests to determine qualifications	<input checked="" type="checkbox"/>
advise department managers in personnel matters	<input checked="" type="checkbox"/>
advise management or labor union officials on labor relation issues	<input checked="" type="checkbox"/>
advise volunteers or leaders to ensure program quality or effectiveness	<input checked="" type="checkbox"/>
analyze budgets	<input checked="" type="checkbox"/>
analyze data to identify personnel problems	<input checked="" type="checkbox"/>

Tab 6. Completion Expectations

Completion Expectations

Number of Credits: Credits

Credit Earned Duration: ☒ Semester ☐ Quarter

Projected Hourly Wage After Program Completion:

[Exit Wizard](#)

Tab 7. Scheduling

Scheduling

Course Times

* Class Time: 4 Hours

Lab Time: Hours

Other Time: Hours

Class Frequency: Weekly ▼

Reporting Information

Note: Clock/Contact hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study.

* Program Length - Clock/Contact Hours: 4 Hours

Note: Full-time weeks indicates the length of the program in weeks, as completed by a full-time student.

* Program Length - Full-time Weeks: 20 Weeks

* Program Format: Hybrid or Blended Program ▼

[Exit Wizard](#)

Tab 8. Duration

Duration

*** Duration Title:**

Primary Duration: ☒

*** Duration:**

*** Duration Type:**

*** Schedule Intensity:** ☒ Full-Time ☐ Part-Time

*** Weekly Schedule:**

*** Classes Offered:** ☒ Day ☐ Weekend
☐ Night ☐ Summer

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
Accounting	Yes	20 Weeks	Full-Time	M,T,W,Th	Day	Edit Delete

[Exit Wizard](#)

Tab 9. Locations

You must select the location(s) where the entered program is offered. If you've only submitted one campus location, then this is what you will select. If you entered additional locations (via the Locations tab), then these will become options on this page.

Locations

The selection of at least one location is required.

Location Name	Address	Billing Address	Select
ETPLTEST	220 French Landing Nashville, TN 37243	220 French Landing Nashville, TN 37243	<input checked="" type="checkbox"/>

[Exit Wizard](#)

Tab 10. External Approvals

External Approvals

State Approving Agency: Southern Association of Colle ▾

State Approving Agency Status: Approved ▾

Is this program listed on another state's ETPL? ☒ Yes ☐ No

[Exit Wizard](#)

<< Back Next >>

Tab 11. Cost Details

To add cost information, select the "Cost Structure" link under "Program/Service Cost Details and follow the links as displayed. Enter all known cost information (Tuition, Books, etc.)

Please ensure that the amounts entered are for the costs of the primary duration, 20 Weeks.

Cost Structure: Total CRS Training Costs ▾

Cost Details

Total CRS Training Costs \$ 500.00

Tuition/Fee \$ 300.00

Books \$ 100.00

Tools \$ 0.00

Other Costs \$ 100.00

Comments

Save Cancel

Provider: ETPLTEST Program: Accounting

Program ID: 1008664 CIP Code: 520305 - Accounting and Business/Management.

• Indicates required fields. For help click the information icon

Cost Details

Note: \$0.00 is permitted for cost fields in the Education and Training Programs cost details screen.

Cost Structure(s)	Amount	Action
Total CRS Training Costs	\$500.00	Edit Delete
Tuition/Fee	\$300.00	
Books	\$100.00	
Tools	\$0.00	
Other Costs	\$100.00	
Comments	No tools needed	
Total Amount of Cost Structures	\$500.00	

[Add Cost Structure]

No additional Cost Structures are currently available.

Line Item(s)	Amount	Action
No records found		

The privilege to add line items cannot be applied to Provider Users.

Total Amount : \$500.00 Help

Tab 12. Performance

Performance Year

Select a Performance Year to view the associated performance data. Click Add Performance Year to enter new performance data.

Performance Year: None Selected

[Exit Wizard](#)

[Add Performance Year](#)

[<< Back](#) [Next >>](#)

Tab 13. Confirmation

Edu. Program Application Confirmation

* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

☒ Yes, I agree to the above statement. Please submit this educational program for WIOA Approval.

☐ No, do not submit this educational program for WIOA Approval at this time.

☐ Submit changes for Review and Approval.

- You must agree to the printed statement to submit your application for approval
- After selecting the check box in agreement with the statement, you may submit your application by selecting the radio button next to "Yes, submit this program for WIOA Approval." Click next
- Below shows how the program looks like

Tab 14. Review

TN.GOV After completing a review of the program or changes submitted, please select the appropriate status information below.

General Information | Apprenticeship | Additional Details | Occupations | Occupational Skills

Completion Expectations | Scheduling | Duration | Locations | External Approvals

Cost Details | Performance | Confirmation | Review

Education Program Information

Provider: ETPLTEST Program: Accounting

Program ID: 1008664 CIP Code: 520305 - Accounting and Business/Management.

[For help click the information icon](#)

Review

Review Type	Status	Subsequent Review Due Date	Date Reviewed	Last Edit Date	Review Location	Action
ITA	Pending (system-set only)	N/A	N/A	1/27/2021 5:43 PM	N/A	View

Step 4: Review Status

To see your application's status, log in and look in the "Program / Service Review Status" box. Here you will be able to view any items you failed to submit in your application, along with the approval status of your program.

ETPLTEST
[Show Filter Options](#)

Use this folder to manage the Provider's program and service information.

For help click the information icon.

Education and Training Programs

Program Name	Program Description	Changes Submitted	Active	Review Status	Action
Accounting PS - Approved Provider Training - ITA	An integrated or combined program in accounting and business administration management that prepares individuals to function as accountants and business managers.		✓	Pending (system-set only)	Edit Copy Deactivate

Page 1 Of 1

Rows 10

[Add Education or Training Program](#)

[Help](#)

Step 5: Submit documentation to your LWDA

After you have submitted your application for approval, you will need to submit all supporting documentation to the LWDA, where your institution is located. The LWDA contacts are listed below. At a minimum, you will need to submit documentation of your school's approval to operate and offer training within the State of Tennessee. All institutions authorized by the Division of Postsecondary School Authorization with the Tennessee Higher Education Commission (THEC) must provide a copy of the institution's Certificate of Authorization and a copy of any program approval letters applicable to the programs submitted in the prospective Provider's application. The program approval letter(s) should show the approval of your program's Name, cost, length, and credential. Please note that your supporting documentation aids your LWDA in its approval process. If you have any questions regarding documentation, please contact your LWDA listed below.

Step 7: Processing Your Application & Waiting on a Response

After your application has been submitted, it goes to your Local Workforce Investment Area Board to be processed and voted on for possible placement onto the Eligible Training Provider List.

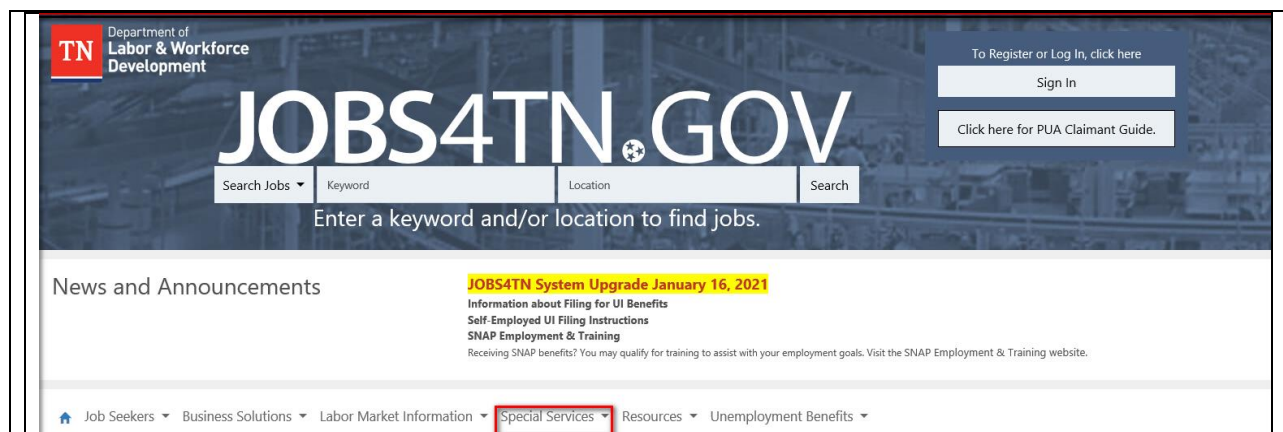
Step 8: Wait for LWDB Response

The wait time between submitting a New Provider Application and receiving a response from your LWDB depends on several factors. Two of those factors are the meeting schedule of your LWDB and your date of submission. If your application is submitted after your LWDB has met, you must wait until their next meeting to obtain a decision on your addition to the ETPL. Thus, to expedite the approval process, contact your LWDA for information concerning their application deadlines. To find the contact information for your LWDA, please reference pages 24-25 below for additional contact information.


Each LWDB is geographically different and creates its own criteria of approval based on numerous factors. Information regarding your LWDB's criteria for approval should be obtained directly from your LWDB.


Step 9: Your LWDB Has Approved Your New Provider Application

If the LWDB approves your institution and programs, they will appear on the ETPL. Your institution and associated information will appear on the ETPL precisely as you submitted it in your application. Please note that your LWDB does not have to approve your application in its entirety. For example, they may approve two of your submitted programs but deny the remaining programs. After being added to the ETPL, you are visible on the ETPL statewide. To view your institution on the ETPL, visit www.jobs4tn.gov and click the "Education and Training Data" link under the Special Services column.




From here, you can click the "Training Providers and Schools" link to search or view providers.


**Please select from the Education Services options listed below.**




[Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.




[Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.




[ETPL Approved Programs](#) - Select this option to view a listing of programs eligible for WIOA training.




[Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.



[Online Learning Resources](#) - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.



[Education Profile Informer](#) - Select this option to access labor market information on education programs in a selected area.



[Scholarship Search](#) - Select this option to search for scholarships with your academic qualifications, interests, and other personal characteristics.

From here, you can enter your school's Name in the Keyword search box and click Search or select your school's Name via the Provider Listing tab.

Provider Search

Provider Listing

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the *Search* button.

Search Criteria

Area (click to change): [Tennessee](#)

Keyword (e.g. State University):

(Keyword Search Options)

Provider Type:

All Providers

Provider Ownership:

Any Ownership

After selecting your school, you will be able to see details on program information by clicking ETPL Approved Programs.

Step 10: Reports

All approved ETPL providers are responsible for submitting Yearly report information to the state office. The Provider's contact person will be emailed and provided the following documents and information:

- Performance and Reporting Requirements, which describes each training provider's reporting responsibility along with other pertinent information.
- Blank Yearly Report Template.
- Yearly Report Formatting Instructions to aid in completing your annual report.
- Exemption Claim Form to be used for yearly report submission until a WIOA student enrolls at your institution. After the enrollment of your first WIOA student, you will begin to submit Yearly reports.

Step 11: LWDA Board Has Denied Your New Provider Application

If you are denied access to the Eligible Training Provider List (ETPL), you have the option to appeal your Local Workforce Investment Area (LWIA) Board's decision. The policies detailed below govern the ETPL appeal process.

A. Appeals to Local Board [WIOA Section 122(c)(1)]

- (1) Local Boards must have a written appeal process that includes the following provisions:
 - (a) A Provider wishing to appeal a decision by a Local Board must submit an appeal to the Local Board within 30 days of the denial notice's issuance. The request must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e., grounds), and the signature of the appropriate Provider official.
 - (b) The Local Board appeal process must grant the Provider the opportunity to directly address the reasons for denial either in writing or through an appeal hearing.
 - (c) The Local Board must have 1-3 impartial appeal officers responsible for re-evaluating the supplemental materials supplied by the Provider in addressing the initial reasons for the denial.

- (d) The Local Board will notify the Provider of its final decision on an appeal within 30 days of receipt of the appeal.
- (e) The Local Board appeal notification to the Provider must reference the process for filing a State appeal in the event that the Provider is not satisfied with the outcome of the local appeal.

B. Appeals to the State [WIOA Section 122(c)(1)]

This procedure applies only to Providers who have exhausted the Local Board's appeal process and are dissatisfied with Local Board's final decision.

- (1) A Provider wishing to appeal to the State must submit an appeal request to the State within 30 days from the Local Board's notification to the Provider of their final decision on an appeal. The demand for an appeal to the State must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e., grounds), and the signature of the appropriate Provider official.
- (2) The State will promptly notify the appropriate Local Board when it receives a request for appeal. The State will also inform the proper Local Board when it makes the final decision on an appeal.
- (3) The State appeal process includes the opportunity for appealing Providers to have a hearing. The hearing officer must be an impartial person. The hearing officer must provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days before the scheduled hearing. Both parties must have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s), and to be represented.
- (4) The five-member State appeals committee, chaired by the hearing officer, will administratively review the appeal, make a preliminary decision, and notify the Provider and the Local Board. The committee can either uphold or reverse the Local Board decision. The State appeals committee must render a decision within 60 days from receiving the Provider's initial State appeal request.

ETPL / LWDA CONTACTS LIST

LWDA 1 - Alliance for Business & Training

NORTHEAST:

[Serving Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi & Washington: Counties]

- **Tammy Sluder; TSluder@ab-t.org**
- Phone 423-547-7515 X 133; Fax: (423) 547-7522
- P.O. Box 249 Elizabethton, TN 37644

LWDA 2 & 3 – East Tennessee Human Resource Agency (ETHRA)

EAST:

[Serving Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Sevier, Blount, Monroe, Loudon, Roane, Anderson, Campbell, Scott, Morgan & Union Counties]

- **Victor Oakley; VOakley@ethra.org**
- (865) 590-1052 X 7107
- **Melinda Watson; MFrost@ethra.org**
- (865) 590-1052 X 7103 Fax: (865)590-1081
- Phone: (865) 544-5200
- 728 Emory Valley Road, Suite E, Oak Ridge, TN 37830

LWDA 4 & 7- Upper Cumberland Local Workforce Development Board

UPPER CUMBERLAND:

[Serving Cumberland, White, Warren, Cannon, Putnam, De Kalb, Smith, Overton, Fentress, Pickett, Clay, Jackson, Van Buren, & Macon Counties]

- Jeremiah Miller; jmiller@ucworkforce.org
- Phone:931-520-9590
- 1000 England Drive, Suite 201; Cookeville, TN 38501.

LWDA 5 - Southeast Tennessee Development District

SOUTHEAST:

[Serving Bledsoe, Bradley, Hamilton, Grundy, McMinn, Marion, Meigs, Polk, Rhea & Sequatchie counties]

- **Beth Keylon; BKeylon@sedev.org**
- Phone: 423-643-2328
- Cell: 423-580-7803
- 1000 Riverfront Parkway, Chattanooga, TN 37402

LWDA 6 & 10 - South Central Tennessee Development District

SOUTHERN MIDDLE:

[Serving Bedford, Coffee, Franklin, Lincoln, Moore, Bedford, Marshall, Giles, Maury, Lawrence, Lewis, Hickman, Perry, & Wayne Counties]

- **Tim Cartwright** tcartwright@sctdd.org
- 101 Sam Watkins Blvd.
- Mt. Pleasant, TN 38474
- 931-242-6635

LWDA 8 & 9 - Workforce Essentials & Nashville Career Advancement Center

NORTHERN MIDDLE:

[Serving Cheatham, Davidson, Wilson, Trousdale, Rutherford, Dickson, Houston, Humphreys, Montgomery, Robertson, Stewart, Sumner & Williamson Counties]

- **Freda Herndon;** FHerndon@workforceessentials.com
- 523 Madison Street, Suite B
- Clarksville, TN 37040
- Cell: 615-533-0635

LWDA 11 - Southwest Tennessee Human Resource Agency

SOUTHWEST:

[Serving Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, McNairy & Madison Counties]

- **April Brown:** Aprilb@Swhra.org
- Phone: 731-983-3689; Cell: 731-435-0714
- Fax: 731-983-3149
- P.O Box 264 - 1527 white Avenue, Henderson, TN 38340

LWDA 12 – Northwest Tennessee Workforce Board

NORTHWEST:

[Serving Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, & Weakley Counties]

- **Laura Speer;** Speer@nwtworks.org
- 731-286-3585
- 208 N. Mill Ave, Dyersburg, TN 38024

LWDA 13 - Greater Memphis Workforce Investment Network

[Serving Fayette, Lauderdale, Tipton & Shelby Counties]

- **Arthur Lee Graham;** Arthur.Graham@workforcemidsouth.com
Phone: 901-222-1829
- 80 Monroe Ave, Suite 300, Memphis, TN 38103